

ALEX PANDIYAN

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CAREER SUMMARY

- 5 years of experience in field of Customer Service – Quotation & Project management.
- Successfully prepared & sent quotation for more than 260 projects (Domestic/ Export markets)
- Successfully delivered many orders on time with 100% customer satisfaction.
- Successfully managed line managers and workers in the plant at different locations to achieve given orders manufacturing
- Experienced with implementing various management techniques to improve productivity and Sales. Ability to coordinate with well-disciplined and highly motivated Executives/Customers
- Having capacity of solving problems that occur during the design and manufacturing
- Objective: To continuously grow by contributing to the objectives of the organization by working in a cohesive work environment and uphold the dignity of the position through acquired knowledge, sincerity and hard work.

CAREER HISTORY

Current Employer Details:

M/s. WEG INDUSTRIES INDIA PRIVATE LIMITED

Designation: Engineer – Application / Inside Sales / Project Management

Duration : 03.05.2018 to Till today

Location : Hosur.

ROLES & RESPONSIBILITIES

Quotation management

- Analysis of quotation request received from the client / sales office and preparing technical and commercial offer for the client according to specifications.
- Understand the product design, customer requirements then determine the project specification
- Obtaining the material cost from costing engineer with respect to order specification and working closely with purchase and design team to drive efficiency and cost savings.
- Maintaining accurate records of target accounts, opportunity, quotes, projects, contacts and correspondence in company approved database.
- Resolving customer issues or difficulties in a manner that is consist with the company mission, values and financial objectives.

Integration Management:

- Against Order inputs, the project study shall be done in all respects with engineering prior to order transfer from Tendering to Operations (Project Management)
- Review the purchase order with required contract terms against review of tender documents
- As a key account manager shall identify the risk during order inputs and arrive mitigation plan with concurrence from tendering and engineering department.

Time Management:

- Review of L2 Schedule, submitting to customer & obtaining the approval of the same.
- Coordinate with internal Engineering and procurement team for timely documents submission and ordering of materials.
- Coordinating with client for getting the drawings approval & Manufacture clearance
- Periodical progress reporting to both client & management.
- Coordinating with site for achieving the target given by client.
- Responsible for timely executing / managing BG's, LCs in coordination with Sales and Finance.

Cost Management:

- As a key account manager, responsible for monitor & control the project gross margin as approved by Management for respective projects.
- Coordinating with procurement department for status of materials
- Regular Interaction with Customer representative at various levels and at various stages.
- Interaction with external agencies (other than Customer) involved in projects.

Risk Management:

- Responsible for identifying risk in the project.
- The mitigation plan will be worked out for the risks, the same shall be monitored till the plan has been worked & till converting risk to opportunity.
- Insurance claim coordination & Transport follow up as per incoterms

Cash Management:

- Preparation of dispatch documents & LC documents and submitting the same to customer for revenue generation.
- Co-ordination with cash collection teams, central sales and customer finance for cash receivables as per project payment terms.
- Responsible retention payment collection for project.

Warranty & Project Closure:

- Co-ordination with site for commissioning & identifying if any punch points for site closure.
- Daily monitoring & control of site activities till obtaining take over certification from customer.
- Close co-ordination with respective department for early closure of site punch points which help to obtaining take over certificate from customer.

Individual Expertise in Project Management:

- Successfully completed 27+ project with various customer within a Year span.
- Complete project management activity is being carried out via SAP i.e creating of new sale order, WBS creation, Billing till project TECO (Technically completion) in system.
- Self will be the key person for contributing the Process Improvement in the department.
- Maximize Contribution to the "TEAM" thereby accomplishing required results for the department.
- Documents submission for MDCC/CIP/MICC.

Client handling:

- FL Smith, Flovel, Shree cement, Ramco, NTPC, TLT, Toshiba, KSB, Ebara Pump, MHPA, L&T, Sandvik, ABB, GE power, Voith.

Previous Employers Details:

M/s. GE T&D INDIA LTD (Formerly Alstom T&D India Ltd.,)

Designation : Project Engineer –Project Management

Duration : 05.06.2015 to 31.04.2018

Location : Hosur.

ROLES & RESPONSIBILITIES

- Understand the product design, customer requirements then determine the project specification.
- Booking the purchase orders in SAP & sending Order Acknowledgement to Customer.
- Regular Interaction & follow up with Customer for Drawing approval/ MFC.
- Interaction with external agencies (other than Customer) involved in projects.
- Power Point presentation about current sales reviews, future sales.
- Preparation of time Plan for executing the Sales.
- Managing the allocated project in technical belongings to achieve the company goals and Objectives. Maintaining Sales reports, customer Database, live orders tracker.
- Preparing Production Master Schedule as per Order's Priority received.
- Solving problems that occur during the design and manufacturing as well as during installation and commissioning.
- Customer kick off meeting preparation of technical topics and clarification
- Coordination of engineering, procurement and manufacturing as well as customer inspection.
- Responsible for the assigned budget, Gross margin of the project, including cost and quality of subcontracted design services.
- Preparing the necessary documentation for the installation & Commission process.
- Shipment lots organization, travel arrangements for customer/Inspector.
- Transport follow up as per incoterms as well as road permits.
- Follow up of site supervision activities,

EDUCATIONAL QUALIFICATION

Course	Institution	Board/University	Year of Completion	Percentage
B.E. Mechanical	Nandha Engineering College, Erode	Anna University, Chennai	2014	83.4%
12 th	St.Antony Hr.Sec School	State Board	2010	86.17%
10 th	Government High School	State Board	2008	76.8%

SOFTWARE SKILLS

- ✓ System Application Product (SAP)
- ✓ Auto Cad (basic)
- ✓ CRM-Salesforce, Speak, MDM
- ✓ MS office
- ✓ Outlook 360

PERSONAL PROFILE:

Father's Name : Mr.Sekar
Mother's Name : Mrs.Rani
Date of Birth : 15.07.1993
Marital Status : Single
Nationality : Indian
Languages Proficiency : Can read, write and speak English, Tamil & Kannada
Hobbies : Reading magazines, travelling & playing cricket

DECLARATION

Herewith I affirm that the above-mentioned information is factual to the best of my Knowledge and I will do my duties with entire satisfaction to company success.

Date: 27.02.2019

Yours faithfully,

Place: Bangalore

(ALEX PANDIYAN)